DOCUMENT RESUME

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ABSTRACT

Over 6,000 educators in the Merrimack Valley responded to a questionnaire conducted in the fall of 1972 that one of their prime needs for information is in the area of curriculum materials. The Massachusetts Association for Supervision and Curriculum Development, in association with Merrimack Education Center, has recently prepared a response to this need by means of a microform dissemination system modeled after the ERIC system. Throughout the educational community, improved curricula are being designed and developed. In order to utilize the invaluable information that is being generated by this curriculum development activity, a pilot committee was formed in the spring of 1973 to develop an exchange of curricula among local school systems. A literature search of information centers revealed that the resulting exchange project is unique in providing educators with teacher-prepared materials developed locally. The major portion of this document is the index, by subject, title, school system and accession number, of available documents. Annotations are given with the subject index. Also included are samples of publicity and organizational materials. (Author/DH)

ED 078881

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ABSTRACT

Title: Local Curriculum Exchange Project

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Date: August, 1973

Abstract: Describes how a local curriculum exchange has been developed in cooperation with the Massachusetts Association for Supervision and Curriculum Development. Details procedures for implementing the microform dissemination system. A literature search of information centers reveals that this exchange is unique in providing educators with teacher-prepared materials developed locally.

LI 004 416

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LOCAL CURRICULUM EXCHANGE PROJECT

Over 6,000 educators in the Merrimack Valley responded to a questionnaire conducted in the fall of 1972 that one of their prime needs for information is in the area of curriculum materials [see appendix A]. The Massachusetts Association for Supervision and Curriculum Development, in association with Merrimack Education Center, has recently prepared a response to this need by means of a microform dissemination system modeled after the ERIC system.

Throughout the educational community, improved curricula are being designed and developed. In order to utilize the invaluable information that is being generated by this curriculum development activity, a pilot committee was formed in the spring of 1973 to develop an exchange of curricula among local school systems.

Although efforts are underway to collect these curricula and educational research materials at the national level (ERIC Clearinghouses) and on a lesser scale (ASCD and state curriculum files) it was felt that a local exchange would facilitate input and utilization of the data bank. By means of a local exchange, the time for acceptance of materials into the data bank and its preparation for

retrieval are greatly reduced. Another advantage is that a school system can receive direct exchange benefits in the form of curriculum type information by contributing material to the bank. From the literature search conducted [see appendix F], it was found that information systems at the state and local levels are lacking [1] and that there is a definite need for local comprehensive services.[2]

The system was begun on a modest level and is gradually expanding its bank of information. Fifty documents were initially submitted to the exchange, indexed and microformed [see appendix B]. These materials are now available on microfiche from the Merrimack Education Center. Plans to add an additional twenty curricula during the summer are now underway.

STEPS IN PREPARING CURRICULA FOR DISSEMINATION

1. Send out mailings announcing the exchange and letters inviting educators to submit their locally developed materials to the exchange[see appendix C].

2. Scan and review curricula as they are submitted. Each document should be in camera-ready form, i.e. black print preferably on white. An abstract should be included [see appendix D].

3. Assign an accession number to the document and log it on a master sheet along with its title, school system, and other pertinent information[see appendix E].

4. Type the assigned number onto the abstract of the curriculum and make up a title strip card (title, number and school system/author) which will become the heading on the microfiche card.

5. On an index card, type the number, title, school system/author, grade level and a brief description of the document. This index card should then be filed under the appropriate subject heading/descriptor.

6. The document is now ready to be microformed and in a matter of days is available for dissemination on microfiche.

7. Indexes are published semi-annually by subject, title, school system and number (for in-house use). The file card catalogue mentioned above is already in order for the subject index and these cards may be rearranged for the preparation of the other indexes.

8. Separate files of the original hard-copy curricula and their corresponding microfiche should be labeled and arranged numerically to facilitate retrieval.

9. Orders are taken by phone or mail and are recorded on file cards according to school system requesting the document. These orders should be reviewed periodically for feedback on high-interest areas.

APPENDIX A

Third Annual Needs Assessment
1972-73

Information Section

II Information Section

To what extent are you familiar with these MEC products and/or services?	PRODUCTS AND SERVICES	*To what extent do you need* ADDITIONAL ASSISTANCE *in obtaining these products and/or services?*
1 2 3 4 5 6	Field agent visits	1 2 3 4 5 6
1 2 3 4 5 6	Microfiche viewers	1 2 3 4 5 6
1 2 3 4 5 6	Documents on microfiche	1 2 3 4 5 6
1 2 3 4 5 6	Documents in hard-copy	1 2 3 4 5 6
1 2 3 4 5 6	Computer-generated searches	1 2 3 4 5 6
1 2 3 4 5 6	Bibliographies	1 2 3 4 5 6
1 2 3 4 5 6	RESEARCH IN EDUCATION catalogues	1 2 3 4 5 6
1 2 3 4 5 6	Targeted Information Profile	1 2 3 4 5 6
1 2 3 4 5 6	Curriculum Guides	1 2 3 4 5 6
1 2 3 4 5 6	Successful Practices	1 2 3 4 5 6
1 2 3 4 5 6	ERIC Clearinghouse Products	1 2 3 4 5 6

APPENDIX B

Index to Curriculum Documents Available on Microfiche

EXCHANGE

OF

CURRICULUM MATERIALS

INDEX TO CURRICULUM DOCUMENTS
AVAILABLE ON MICROFICHE

SPRING, 1973

MASSACHUSETTS ASSOCIATION
FOR
SUPERVISION AND CURRICULUM
DEVELOPMENT

in
cooperation
with

MERRIMACK EDUCATION CENTER

INDEX

to

CURRICULUM DOCUMENTS

AVAILABLE ON MICROFICHE

By Subject, Title, School System, and Accession Number

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Curriculum by Subject Area with annotations. . . . . page 1

Curriculum by Title. . . . . page 10

Curriculum by School System. . . . . page 12

Curriculum by Accession Number. . . . . page 14

(Grade levels of documents are cited in the annotations)

SUBJECT INDEX

ADMINISTRATION

EVALUATION OF MERRIMACK EDUCATION CENTER'S PROJECT LEAGUE
Indiana University/Center for Administrative Studies

MEC 000 007

Evaluation of Title III Project on Individually Guided Education in the Multiunit School; an approach to elementary schooling that provides a framework and process for individualizing instruction.

INTRODUCTION OF THE IGE/MUS MODEL IN SELECTED ELEMENTARY SCHOOLS AND THE EFFECTS ON ORGANIZATIONAL OUTPUT
Merrimack Education Center

MEC 000 049

Study to measure the effects of IGE/MUS on the results or outputs in terms of openness of the school program; control group of instructional staff and students from non-IGE schools was used.

LOCAL RESOURCE GUIDE TO THE OPEN CONCEPT HIGH SCHOOL
Prepared for Merrimack Education Center by Karla Baehr

MEC 000 034

Practical resource guide to open concept education at secondary level; includes bibliographies of book titles and ERIC documents and a guide to resource people.

NEEDS ASSESSMENT: A FIRST STEP
Merrimack Education Center

MEC 000 045

Focus on needs assessment as a procedure intimately connected with planning processes and systems renewal; description of needs assessment process and steps used in designing a computer search through ERIC are included along with a listing of documents obtained from the search.

OPEN CAMPUS PLAN
Swampscott Public Schools

MEC 000 016

Mini-course and seminar component of programs encourage teachers, students and adults in the community to offer to teach courses determined by mutual interest of each group; describes behavioral objectives and evaluation techniques for such a program; senior high level.

ADMINISTRATION (cont.)

PRACTICES FOR REPORTING PUPIL PROGRESS
Merrimack Education Center

MEC 000 048

Review of existing practices in schools implementing IGE; sample report cards included.

REPORTING PUPIL GROWTH
Framingham Public Schools

MEC 000 013

Conference and progress report form developed for the purpose of discussing with the parent the teacher's assessment of the student's growth and progress.

SEMINAR ON BOARDSMANSHIP
Merrimack Education Center

MEC 000 001

Designed to acquaint school board members with the best current theory and practice concerning the role and operation of boards of education.

A SYSTEMS APPROACH TO THE DEVELOPMENT OF PUPIL PERSONNEL SERVICES
Bedford Public Schools

MEC 000 038

An operating manual introducing a systems approach to special services; includes description of a model for maximum utilization of special services in the form of the Learning Resource Center Concept.

COLLEGES

THE PEOPLES COLLEGES - THE STATE COLLEGES OF MASSACHUSETTS
Massachusetts Advisory Council on Education

MEC 000 003

Study of the eleven Massachusetts State Colleges conducted in Spring, 1970; report prepared for the Massachusetts Advisory Council on Education.

ENGLISH/LANGUAGE ARTS

CREATIVE WRITING
Beverly Public Schools

MEC 000 023

Half-year elective course to improve observation ability, vividness and precision of expression, writing sequence and characterization; grades 10-12.

GIVE ME AN IDEA - A LANGUAGE HANDBOOK FOR TEACHERS
Lynnfield Public Schools
Volume I/Grades 1-3 MEC 000 020
Volume II/Grades 4-6 MEC 000 021

Designed to encourage creativity; a sourcebook for teachers which provides opportunities for children to appreciate poetry, do elaborative thinking through brainstorming to understand generic and specific words, sentence patterns, sentence expression, sentence order and to ultimately transfer these skills to their own creative writing.

HIGH SCHOOL ENGLISH CURRICULUM
Franklin Public Schools
MEC 000 043

Lists objectives for ninth grade students in college and business sections and one for those in technical sections; grade ten consists of two semesters: "Communication and Critical Thinking" and "The Tragic Drama"; suggested reading for both grades provided; an extensive electives program is given for juniors and seniors.

LANGUAGE ARTS CURRICULUM GUIDE
North Andover Public Schools
MEC 000 036

Based on the American Book Co. series, Our Language Today 1971, and correlated with the basal reading program J.B. Lippincott; grades 1-6.

POTPOURRI: A KALEIDOSCOPE OF CLASSROOM ACTIVITIES
Framingham Public Schools
MEC 000 012

Over 200 ideas to initiate interest in creative writing; encompasses areas of listening, speaking, writing, grammar, vocabulary development, creative dramatics and social studies; grades K-6.

READING
Franklin Public Schools
MEC 000 044

Lists reading skills to be learned and reading materials for each grade level; sample reading progress report forms included; also contains ideas for creative book reports.

ENGLISH/LANGUAGE ARTS (cont.)

WORKING DRAFT: SKILL CHECK LISTS FOR ELEMENTARY SCHOOL MATHEMATICS AND LANGUAGE ARTS
Merrimack Education Center

MEC 000 004

List of skills for possible checklists in math and language arts compiled by a committee of teachers from the IGE schools in the Merrimack Valley.

FOREIGN LANGUAGE

FRENCH FOR THE SEVENTIES
Worcester Public Schools

MEC 000 025

French mini-courses made up of 10 week units; units are French for the Traveler, French Voices of the Black World, the Culture of French Canada, Current Events; designed for fourth year French students.

HEALTH, SEX AND FAMILY LIFE/ PHYSICAL EDUCATION

CURRICULUM GUIDE - HEALTH AND SAFETY
Worcester Public Schools

MEC 000 026

Covers 5 basic areas: Growth and Development, Nutrition, Health Living, Health Resources and First Aid and Safety; grades K-3

Grades 4-6 MEC 000 027

EDUCATION FOR LIVING
Swampscott Public Schools

MEC 000 017

Designed to provide atmosphere in which students may develop the ability to make sound and responsible decisions based upon their personal code of ethics; learning kits are integrated into regular curriculum at elementary level; are issue-oriented and have seminar format in high schools; five units of study include decision-making, drugs, responsibility, self-concept and sexuality; grades K-12

HEALTH EDUCATION - GRADE 1
Franklin Public Schools

MEC 000 042

Fifteen units of health education covering a thirty week period; taught by the staff of school nurses with the assistance of the classroom teacher.

HEALTH, SEX AND FAMILY LIFE (cont.)

HEALTH EDUCATION - GRADES K-8 - CURRICULUM AND RESOURCE GUIDE
North Andover Public Schools

MEC 000 035

Instructional areas detailed in the guide are: personal health, nutrition and growth, safety and first aid, mental and emotional health, community health, sociological health programs, alcohol, drugs and narcotics, smoking.

IMPROVING ELEMENTARY SCHOOL SAFETY:SAFETY EDUCATION CURRICULUM GUIDELINES K-3 and 4-5
Framingham Public Schools

MEC 000 015

Aims to teach safety in interesting and creative ways involving all subject matter areas; covers traffic safety, school safety, home safety, fire safety and outdoor safety.

PRIMARY HEALTH CURRICULUM
Beverly Public Schools

MEC 000 024

Guide for all health related activities in any aspect of the regular school curriculum; activities fall under the following four major categories: physical health, mental and social health, consumer and environmental health and safe living; grades 1-3.

INTERDISCIPLINARY STUDIES

ELECTIVE HUMANITIES COURSE, "THE IDEA OF MAN"
Beverly Public Schools

MEC 000 022

One year elective course with an interdisciplinary approach; fourthemes relating to man's humaneness: Man and Society, Man, the Believer, Man's Search for Identity, Man and the Future; grades 11-12.

A SURVEY AND CORRELATION OF JUNIOR HIGH SCHOOL SCIENCE AND MATH FOR INTERDISCIPLINARY LEARNING
Needham Public Schools

MEC 000 030

Practical guide and catalogue of materials; direct result of expressed need by science staff for articulation, correlation and coordination with the math department; junior high/ middle school level.

INTERDISCIPLINARY STUDIES (cont.)

BUT I THOUGHT THIS WAS SUPPOSED TO BE MATH!
Needham Public Schools

MEC 000 029

Interdisciplinary technique for an eighth grade teaching and learning team representing four subject areas: English, math, science and social studies.

KINDERGARTEN/PRESCHOOL

THE KINDERGARTEN CLINIC
Merrimack Education Center

MEC 000 002

Suggestions for a kindergarten lab to identify physical, social, emotional and mental development factors that may tend to block or impede school progress.

KINDERGARTEN CURRICULUM GUIDE
Alexandria City Public Schools

MEC 000 047

Guidebook fo serve as a reference in development programs within the preschool classroom; curriculum areas include art, health, math, language arts, music, physical education, safety, science and social studies; lists of activities provided.

KINDERGARTEN PROGRAM
Andover Public Schools

MEC 000 006

Program for teachers describing various philosophies and approaches to teaching the four and five year old; contains list of equipment for implementation; suggestions for subject matter content and scheduling.

MATHEMATICS

INTRODUCTORY BASIC COMPUTER PROGRAMMING
Andover Public Schools

MEC 000 028

For use on computer terminals connected to SETS (Systems for Educational Time Sharing); learning of computer language at elementary and more advanced level; junior/senior high levels.

MATHEMATICS CURRICULUM GUIDE AND GAMES AND ACTIVITIES BOOK
Framingham Public Schools

MEC 000 014

Guide consists of performance objectives in 8 areas: sets-numbers-numerals, numeration, operation and properties, math sentences, measurement, geometry, functions and graphs, probability and statistics; Games and Activities Book provides interesting drill and strategies activities; grades K-8.

MATHEMATICS (cont.)

MATHEMATICS PROGRAM LEARNING OBJECTIVES
Hamilton Public Schools
MEC 000 041

"New Math" curriculum guides listing learning objectives in behavioral terms for mathematics at each grade level; grades 1-8.

A SURVEY AND CORRELATION OF JUNIOR HIGH SCHOOL SCIENCE AND MATH FOR INTERDISCIPLINARY LEARNING
Needham Public Schools
MEC 000 030

Practical guide and catalogue of materials; direct result of expressed need by science staff for articulation, correlation and coordination with the math department; junior high/ middle school level.

WORKING DRAFT: SKILL CHECK LISTS FOR ELEMENTARY SCHOOL MATHEMATICS AND LANGUAGE ARTS
Merrimack Education Center
MEC 000 004

List of skills for possible checklists in math and language arts compiled by a committee of teachers from the IGE schools in the Merrimack Valley.

SCIENCE

BASIC FOR PHYSICAL SCIENCE
Framingham Public Schools
MEC 000 011

Manual providing introduction to computer programming by means of BASIC, a simple language consisting of few rules of grammar and a vocabulary of fewer than 20 words; senior high level.

ECOLOGY CURRICULUM FOR THE ELEMENTARY GRADES
Bedford Public Schools
MEC 000 037

Activity-centered dealing with the land, water, air, ecology games and interrelationships with other subject areas; K-6.

ELEMENTARY SCHOOL OUTDOOR EDUCATION PROGRAM
Lynnfield Public Schools
MEC 000 019

Five day camp program at Otter Lake Conservation School, Greenfield, N.H.; designed to provide a limitless study situation as a rich supplement to a school's natural and social science programs;

major areas of study are science, geography, geology,natural history and conservation; grades 5 and 6.

ELEMENTARY SCIENCE CURRICULUM GUIDE
Needham Public Schools

Grades 3&4 MEC 000 031
Grades 5&6 MEC 000 032

Compilation of science concepts and activities drawn from numerous NSF projects and other commercially available materials; intended use of guide to offer the teacher a wide range of experiences and activities in life, physical and space sciences and ecology.

A SURVEY AND CORRELATION OF JUNIOR HIGH SCHOOL SCIENCE AND MATH FOR INTERDISCIPLINARY LEARNING
Needham Public Schools

MEC 000 030

Practical guide and catalogue of materials; direct result of expressed need by science staff for articulation, correlation and coordination with the math department; junior high/middle school level.

SOCIAL STUDIES

THE COMMUNITY OF HAMILTON: A STUDY(Grade 4)
Hamilton Public Schools

MEC 000 039

Can serve as a model for the study of local communities; covers map skills, interviewing and surveying techniques, sociological analyses, field trips, newspapers and town reports and local publications.

CORE CURRICULUM FOR NINTH GRADE SOCIAL STUDIES
Framingham Public Schools

MEC 000 009

Emphasis on cultural, social, and interdisciplinary aspects; units include "Nature of Man;, "Man and Politics","Nature of Non-western Man" and "Contemporary Man".

LIFE IN COLONIAL TIMES
Lynnfield Public Schools

MEC 000 018

Colonial Module designed to give children an actual feeling of life during colonial times; themes are shelter, food and clothing and emphasis is placed on people and how they lived in Colonial New England; elementary level.

SOCIAL STUDIES (cont.)

SOCIAL STUDIES, GRADES 7 AND 8
Hamilton-Wenham Public Schools
MEC 000 040

Grade 7 deals with the discipline of geography as applied to the study of developing nations; grade 8 treats American history using an inquiry approach.

SOCIAL STUDIES - MIDDLE SCHOOL
Framingham Public Schools
MEC 000 010

Emphasis on cultural, regional, geographical approach; introductory unit on basic skills in geography; includes sample units from each area of study - Asia, The Middle East and Africa.

SPECIAL EDUCATION

CURRICULUM FOR SPEECH AND HEARING THERAPY
Andover Public Schools
MEC 000 008

Ear training, auditory stimulation, progressive approximation, phonetic placement, speechreading (analytic and synthetic) teaching methods used; includes definitions, diagnostic procedures; therapy outlines and materials and equipment used; grades K-12.

LEARNING DISABILITIES:A HANDBOOK FOR TEACHERS
Jefferson County Schools/Louisville, Ky.
MEC 000 046

Describes various learning problems involving sensory modalities; activities and exercises included.

SUMMER REGIONAL PROGRAM FOR CHILDREN WITH LEARNING DISABILITIES
Merrimack Education Center
MEC 000 005

Compilation of approximately 200 activities for use by classroom teachers in programming instruction for the "perceptually-handicapped" child.

TRAINING PROGRAM FOR INSTRUCTIONAL ASSISTANTS: A GUIDEBOOK FOR TEACHERS
Merrimack Education Center (Title III - ESEA)
MEC 000 033

Guidebook serves as a practical publication and comprehensive resource aid in highlighting specific implications for trainers of instructional assistants.

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Kindergarten Program	Andover Public Schools	MEC 000 006
Language Arts Curriculum Guide	North Andover Public Schools	MEC 000 036
Learning Disabilities; A Handbook for Tutors	Jefferson County Schools/ Louisville, Kentucky	MEC 000 046

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Mathematics Program Learning Objectives Grades K-8	Hamilton Public Schools	MEC 000 041
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Practices for Reporting Pupil Progress	Merrimack Education Center	MEC 000 048
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Survey and Correlation of Junior High School Science and Mathematics for Interdisciplinary Learning	Needham Public Schools	MEC 000 030
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	Volume II - Grades 4-6	MEC 000 021
	Life in Colonial Times	MEC 000 018
Massachusetts Advisory Council on Education	The Peoples's Colleges - The State Colleges of Massachusetts	MEC 000 003
Merrimack Education Center	Introduction of the IGE/MUS Model in Selected Elementary Schools and the Effects on Organizational Output	MEC 000 049
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MEC 000 004	Project League Skill Check Lists	Merrimack Education Center
MEC 000 005	Summer Regional Program for Children with Learning Disabilities	Merrimack Education Center
MEC 000 006	Andover Kindergarten Program	Andover Public Schools
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MEC 000 015	Improving Elementary School Safety: Safety Education Curriculum Guides K-3 and 4-5	Framingham Public Schools
MEC 000 016	Open Campus Plan	Swampscott Public Schools
MEC 000 017	Education for Living	Swampscott Public Schools
MEC 000 018	Life in Colonial Times	Lynnfield Public Schools
MEC 000 019	Elementary School Outdoor Education Program	Lynnfield Public Schools
MEC 000 020	GIVE ME AN IDEA - A Language Handbook for Teachers/ Volume I - Grades 1-3	Lynnfield Public Schools
MEC 000 021	GIVE ME AN IDEA - A Language Handbook for Teachers/Volume II Grades 4-6	Lynnfield Public Schools
MEC 000 022	Elective Humanitites Course, "The Idea of Man"	Beverly Public Schools
MEC 000 023	Creative Writing	Beverly Public Schools
MEC 000 024	Primary Health Curriculum	Beverly Public Schools
MEC 000 025	"French for the Seventies"	Worcester Public Schools
MEC 000 026	Curriculum Guide - Health and Safety/ Grades K-3	Worcester Public Schools
MEC 000 027	Curriculum Guide - Health and Safety/ Grades 4-6	Worcester Public Schools

NUMERICAL INDEX (CONT.)

MEC #	TITLE	CONTRIBUTOR
MEC 000 028	Introductory Basic Computer Programming	Andover Public Schools
MEC 000 029	"But I Thought This Was Supposed to be Math!"	Needham Public Schools
MEC 000 030	A Survey and Correlation of Junior High School Science and Mathematics for Interdisciplinary Learning	Needham Public Schools
MEC 000 031	Elementary Science Curriculum Guide/ Grades 3 and 4	Needham Public Schools
MEC 000 032	Elementary Science Curriculum Guide/ Grades 5 and 6	Needham Public Schools
MEC 000 033	Training Program for Instructional Assistants: A Guidebook for Teachers	Merrimack Education Center
MEC 000 034	A Local Resource Guide to the Open Concept High School	Merrimack Education Center
MEC 000 035	Health Education - Grades K-8 - Curriculum and Resource Guide	North Andover Public Schools
MEC 000 036	Language Arts Curriculum Guide	North Andover Public Schools
MEC 000 037	Ecology Curriculum for the Elementary Grades	Bedford Public Schools
MEC 000 038	A Systems Approach to the Development of Pupil Personnel Services	Bedford Public Schools
MEC 000 039	The Community of Hamilton: A Study (Grade 4)	Hamilton Public Schools
MEC 000 040	Social Studies, Grades 7 and 8	Hamilton-Wenham Public Schools
MEC 000 041	Mathematics Program Learning Objectives Grades K-8	Hamilton Public Schools
MEC 000 042	Health Education - Grade 1	Franklin Public Schools
MEC 000 043	High School English Curriculum	Franklin Public Schools
MEC 000 044	Reading	Franklin Public Schools
MEC 000 045	Needs Assessment: A First Step	Merrimack Education Center
MEC 000 046	Learning Disabilities: A Handbook for Tutors	Jefferson County Schools/ Louisville, Kentucky
MEC 000 047	Kindergarten Curriculum Guide	Alexandria City Public Schools
MEC 000 048	Practices for Reporting Pupil Progress	Merrimack Education Center
MEC 000 049	Introduction of the IGE/MUS Model in Selected Elementary Schools and the Effects on Organizational Output	Merrimack Education Center

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APPENDIX C

Curriculum Exchange
Announcement/Invitational Letter

NOW YOU CAN KEEP UP WITH THE CURRICULUM DEVELOPMENTS IN

MASSACHUSETTS

MASSACHUSETTS ASSOCIATION
for
SCHOOL CURRICULUM DEVELOPMENT

Curriculum Committee

Spring, 1973

CURRICULUM EXCHANGE

Throughout the educational community, improved curriculums are being designed, and developed. This activity has produced a vast amount of invaluable information.

The purpose of this Curriculum Committee Project is to develop an exchange of this valuable information resource through a microform dissemination exchange.

Local systems contribute their fully developed curriculums in hard-copy (paper reproduction). The Curriculum Committee has an agreement with the Merrimack Education Center to prepare these documents for an exchange bank.

The exchange bank is complete with an index listing all titles of curriculums and an annotation describing the curriculum.

All of the curriculum documents are available in microfiche. Microfiche is a 4 x 6 acetate sheet showing up to 98 pages. Each page represents an 8½ x 11 sheet of paper. These microfiche are read on a microfiche viewer which enlarges the pages. Microfiche is a cost-effective method of delivering large quantities of information speedily. It is easy to store and use.

The ASCD Curriculum Committee has piloted this information exchange bank and now has invited local curriculum guides to be entered into this exchange from any school systems in Massachusetts.

DO PEOPLE KNOW ABOUT YOUR CU

Any school syste can sub developed curriculum mate "camera-ready" copy to be You can receive back one of your choice for each t

HOW CAN YOU LET THEM KNOW?

If you have curriculum ma you wish to enter in the them directly to:

Merrimack Educa
Exchange of Cur
101 Mill Road
Chelmsford, Ma.

or, contact any one of th the Curriculum Committee. listed on the back of thi You should enclose an abs curriculum materials desc document.

HOW DO I REQUEST MATERIALS FROM THE BANK?

Request an index from the Committee or call MEC (Th Education Center) at

(617) 256-3985

You can then order any cu from the index in microfi ($1.00 per title)

EXCHANGE

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stems in Massachusetts.

DO PEOPLE KNOW ABOUT YOUR CURRICULUM WORK?

Any school system can submit locally developed curriculum materials in "camera-ready" copy to be microformed. You can receive back one free curriculum of your choice for each that you submit.

HOW CAN YOU LET THEM KNOW?

If you have curriculum materials that you wish to enter in the exchange, send them directly to:

Merrimack Education Center
Exchange of Curriculum Materials
101 Mill Road
Chelmsford, Ma. 01824

or, contact any one of the members of the Curriculum Committee. (They are listed on the back of this brochure.) You should enclose an abstract with your curriculum materials describing the document.

HOW DO I REQUEST MATERIALS FROM THE BANK?

Request an index from the Curriculum Committee or call MEC (The Merrimack Education Center) at

(617) 256-3985

You can then order any curriculum guides from the index in microfiche. ($1.00 per title)

CURRICULUM PROJECT COMMITTEE

James Arsenault	Danvers
Gary Baker	Hamilton
Gilbert Bulley	Lynnfield
Louise Butler	Westfield State College
Roger Charette	Sturbridge
Calvin Cleveland	Needham
Ado Commito	Lexington
Robert Cresto	Franklin
George Cross	North Adams
Anthony Damplo	Natick
William Geick	Hyannis
Daniel Gibbs	Hingham
Walter Gleason	Winchester
Joseph Keefe	Worcester
George King	Framingham
Richard Lavin	Merrimack Education Center
David Martin	Beverly
Elizabeth Murray	Chelmsford
Natalie Norton	State Department of Education
Casey Olds	Massachusetts Teachers Association
Chris Patrinos	Swampscott
Robert Watson	State Department of Education

merrimack education center.

May 24, 1973

Dear Superintendent,

Over 6,000 educators recently responded to a questionnaire indicating that one of their prime needs for information was in the area of curriculum materials. In cooperation with the Massachusetts Association for School Curriculum Development, MEC has prepared a response to this need.

Enclosed you will find materials describing the MASCD Exchange of Curriculum Materials. As you can see from the Index, this exchange network is developing into a valuable resource bank of materials available to participants.

Your system can take advantage of this extensive resource development at this crucial time when summer curriculum studies are about to begin. The next step, after you have perused the index, is for persons at the local community level to select local curriculum materials to be submitted to the central bank. Each curriculum submitted should be accompanied with an abstract describing the materials. Upon entering your curriculum into the network exchange, you will receive a free microfiche curriculum guide of your choice, from the ASCD Index.

If we can be of assistance to you in your search for information on curricula materials, please do not hesitate to call.

Sincerely,

Jean E. Sanders

Jean E. Sanders
Director
Information Services

JES/kba

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APPENDIX D

Abstract Format

Identification No. _____

ABSTRACT FORMAT

Title: _____

System Submitting Document: _____

Authors: _____

Date of Final
Report or Publication: _____

Education Levels:

K/preschool	Elementary
Primary	Middle School
Junior High	Senior High
K-12	K-8
_____ Other	

Teaching Methods:

Abstract: (description of the curriculum development in terms of objectives, content, evaluation and other details) 150 word maximum

APPENDIX E

Log-in Procedure

NUMERICAL INDEX

ACCESSION #	TITLE/SCHOOL SYSTEM/AUTHOR	DATE SENT TO BE MICROFORMED	DATE RETURNED	# OF FICHE CARDS	CONDITION OF COPIES
MEC 000 001					
MEC 000 002					
MEC 000 003					
MEC 000 004					
MEC 000 005					
MEC 000 006					
MEC 000 007					
MEC 000 008					
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MEC 000 020					

APPENDIX F

Search of the Relevant Literature

SEARCH OF THE RELEVANT LITERATURE

Two literature searches, using the on-line computer service of the LEASCO ERIC Facility and System Development Corp./Orbit II, and a manual search of the Research in Education indexes were performed using the following descriptors: information centers, information needs, instructional materials, clearinghouses, information networks, information systems, information services, information dissemination, curriulum,classroom materials, indexing and cataloguing. Only a very few studies were retrieved on developing curriculum files and no information was found on a simplified local curriculum file using microfiche as a means of dissemination as is described in this report.

Although the literature study revealed a lack of information agencies supplying teachers with curricula and/or instructional materials, certain organizations are attempting to meet this need. The Far West Lab for Educational Research and Development has developed an information unit of Early Childhood Education Programs.[3] This Unit contains a review of trends in early childhood education, a filmstrip describing significant trends, abstracts of five programs in operation and detailed reports of seven other early childhood programs. Another product of the Far West

Lab is the ALERT Sourcebook which contains numerous descriptions of elementary curricula programs and projects.

The Special Education Instructional Materials Center (SEIMC) Network serves as a central depository of curriculum materials for handicapped children. These materials are largely commercially prepared and a major criticism of SEIMC in terms of meeting their stated objectives is that there has been relatively little dissemination of information on teacher-developed materials.[4]

The School Research Information Service (SRIS) of Phi Delta Kappa, International, collects reports dealing with educational research and innovative practices in elementary and secondary education.[5] SRIS answers specific questions of educators by mail delivery of relevant reports in microfiche and hard-copy and a list of pertinent documents available through ERIC.

The Technical Applications Project is most relevant to our literature study on curriculum files. TAP is an instructional system clearinghouse developed to provide access to learning materials that are emerging across the country.[6] Information, purchasing, marketing, brokerage and consultant services are provided by the Clearinghouse.

SUMMARY

The MASCD Curriclum Exchange is unique in that it consists primarily of teacher-made materials developed locally. Submission of a curriculum to the exchange effects direct benefits in the form of other locally developed materials Finally, the microform system allows for low-cost dissemination and prompt delivery.

FOOTNOTES

[1]Joel H. Magisos, "Problems with Developing State Vocational Technical Education Information Dissemination Systems" (Center for Vocational and Technical Education, Columbus, Ohio: April, 1972), p.5 [ED 063 736]

[2]Lee G. Burchinal, "Articulation of Resources for Research Utilization", [ED 013 971]

[3]Stanley H. L. Chow & Linda A. Sikorski, "The Development of an Information Unit Reviewing Selected Well-Developed Models of Early Childhood Education Programs. Final Report."(Far West Lab for Educational Research & Development, Berkeley, California) [ED 045 223]

[4]Charles F. Williams & George H. Johnson,"A Pilot Evaluation of Instructional Material Centers. Final Report" (American Institutes for Research, Washington, D.C.: January, 1968) p. 4 [ED 025 889]

[5]Jesse L. Gates & James W. Altman, "Handbook of Information Sources in Education and the Behavioral Sciences" (May, 1968) [ED 020 447]

[6]Floyd Urbach, "The Technological Applications Project" (United States International University, Corvallis, Oregon: April, 1972) [ED 062 815]